

# FEDERAL ACQUISITION INSTITUTE



## FY 2013 On-Line Continuous Learning Opportunities Course Catalog

### Course Descriptions

October 1, 2012 - September 30, 2013

Below is a listing of the On-Line courses that can be taken for Continuous Learning Point (CLP) credit.

Registration for these courses is through [FAITAS](#). Other available courses can be found at:

<http://www.fai.gov/drupal/training/other-learning-opportunities> and

<http://icatalog.dau.mil/onlinecatalog/tabnav.aspx>.

### CON 100 - SHAPING SMART BUSINESS ARRANGEMENTS (online)

#### Description:

This course is a FAC-C Level I certification training course. Employees who are entering the acquisition career field will gain a comprehensive understanding of the environment in which they will serve. Students will develop professional skills for making business decisions and for advising other acquisition team members in successfully meeting customers' needs. Knowledge management and information systems will be introduced as well.

#### Objectives:

Students who successfully complete this course will be able to:

- Describe the acquisition/contracting mission and its impact on the American economic system;
- Describe the importance of the oversight roles of the Government Accountability Office.
- Explain the characteristics and responsibilities of the contracting professional in the role of a business advisor;
- Explain the distinctive interests of both the buyer and seller and the role those interests play;
- Describe commercial acquisition and government unique requirements of market research in identifying the best arrangements to meet mission requirements; and
- Explain e-business and information technology in supporting business processes.
- Who Should Attend: Employees who are entering the contracting workforce or those new to the government.

**Prerequisite:** None

**CLPs:** 16



## **FCN 110 - MISSION SUPPORT PLANNING (online)**

### **Description:**

This course goes through the elements of the procurement planning process. It is for civilian agency students new to acquisition as well as those civilian agency acquisition workforce members who want to understand more about the procurement process. It is the first in a series of three courses that describes from a high level the procurement and contracting processes, rules and regulations. The focus of this course is on civilian agency procurement and the Federal Acquisition Regulations. Students who want to know more about how the Department of Defense does procurement should take the classroom version, CON 110.

### **Objectives:**

Students who successfully complete this course will be able to:

- Identify role planning in Mission Support Strategies
- Use the Federal Acquisition Regulations
- Identify a Requirements Documents Strategy
- List the Socioeconomic and Other Considerations
- List the methods of acquisition and types of contracts
- Identify the competition requirements
- List the requirements for an acquisition Strategy

**Who Should Attend:** Employees who are entering the contracting workforce and those involved in the acquisition process such as contracting officer representatives and program/project managers.

**Prerequisite:** None

**CLPs:** 17

## **FCN 111 - MISSION STRATEGY EXECUTION (online)**

### **Description:**

This course is the second in a series of three courses focused on the Federal Government's procurement and contracting processes. It focuses on the requirements and solicitation stages. It is for students new to procurement as well as those civilian agency acquisition workforce members who want to understand more about the procurement process. The focus of this course is on civilian agency procurement and the Federal Acquisition Regulations. Students who want to know more about how the Department of Defense does procurement should take the classroom version, CON 111.

### **Objectives:**

Students who successfully complete this course will be able to identify:

- Identify the elements of a procurement request package
- Identify the requirements for publicizing solicitations
- List the steps in solicitation development
- List the steps in the pre-award preparations
- Identify various techniques for price/cost analysis
- List the steps in the preparation for negotiation
- List the steps in the process of awarding a Contract

**Who Should Attend:** Employees who are entering the contracting workforce and those involved in the acquisition process such as contracting officer representatives and program/project managers.

**Prerequisite:** None

**CLPs:** 23

## FCN 112 - MISSION SUPPORT PLANNING

### Description:

This course is the third in a series of three courses focused on the Federal Government's procurement and contracting processes. It builds on the foundation established in CON 110 and CON 111 or FCN 110 and FCN 111. The focus of this course is on the procurement process after the contract is awarded.

It is for students new to procurement as well as those civilian agency acquisition workforce members who want to understand more about the procurement process. The focus of this course is on civilian agency procurement and the Federal Acquisition Regulations. Students who want to know more about how the Department of Defense does procurement should take the classroom version, CON 112.

### Objectives:

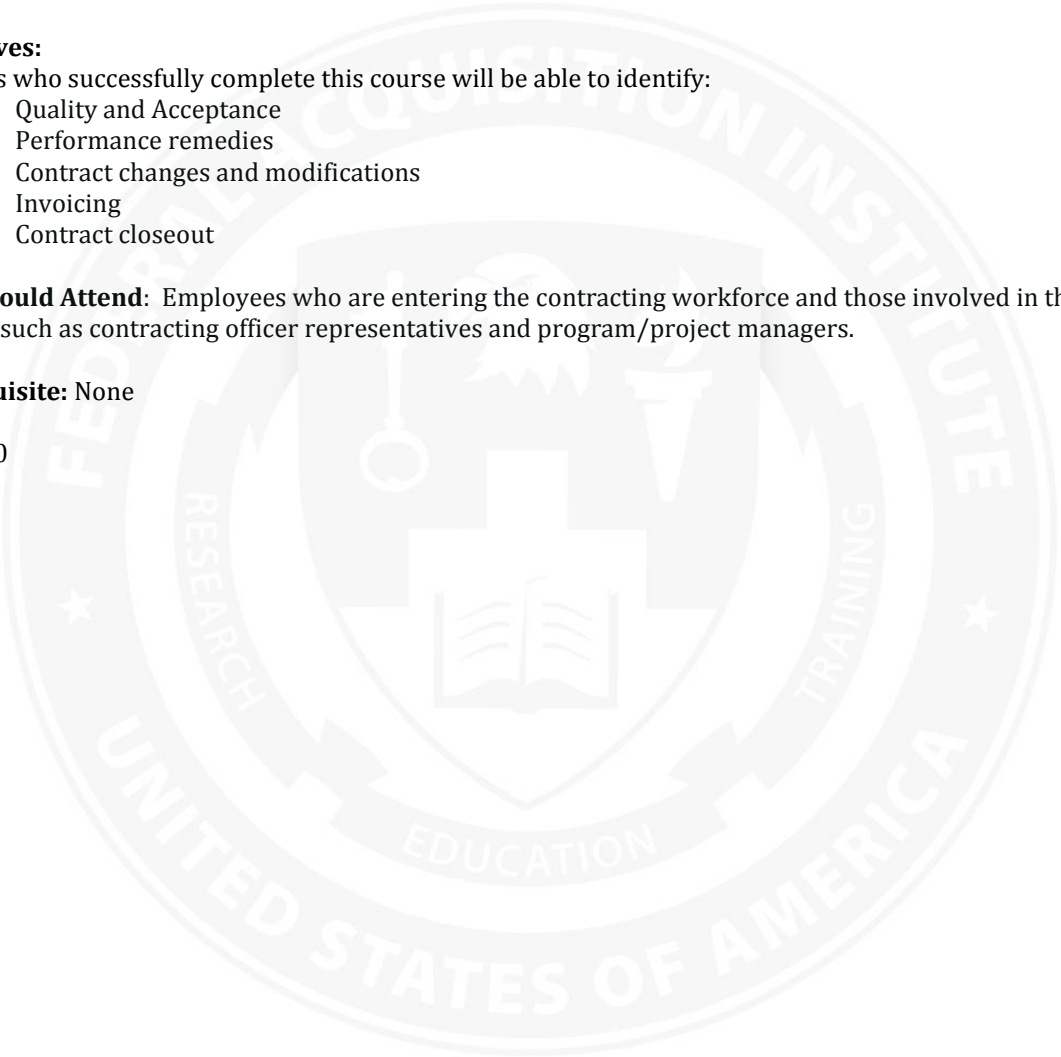
Students who successfully complete this course will be able to identify:

- Quality and Acceptance
- Performance remedies
- Contract changes and modifications
- Invoicing
- Contract closeout

**Who Should Attend:** Employees who are entering the contracting workforce and those involved in the acquisition process such as contracting officer representatives and program/project managers.

**Prerequisite:** None

**CLPs:** 20



## **FCR 100 - CONTRACTING OFFICER'S REPRESENTATIVE LEVEL I COURSE (online)**

The Contracting Officer's Representative Level I Course provides an overview of the COR's duties and responsibilities during the four contract phases -- Pre-Award, Post-Award, Contract Administration and Management, and Closeout. This course will prepare professionals for the Level I COR certification by addressing the aligned skills: Acquisition Planning; Market Research (Understanding the Marketplace); Defining Government Requirements; Effective Pre Award Communication; Technical Analysis of Proposals; Negotiation; Effective Contract Management; Performance Management; Inspection and Acceptance; Ethics. This course satisfies 7 of the required 8 hours of the Level I competencies required for the initial COR certification, effective January 1, 2012. Training for the remaining hour will be specified by each Agency Acquisition Career Manager or the Contracting Officer. This course has an exam after each module that must be passed at 100%. Learners will have 3 attempts to pass each exam successfully.

### **Objectives:**

Students who successfully complete this course will be able to:

- Understand Acquisition Planning;
- Know the definition and how to conduct Market Research (Understanding the Marketplace);
- Know how to Define Government Requirements in Commercial/Non-Commercial Terms;
- Understand Effective Pre Award Communication;
- Understand the Technical Analysis of Proposals;
- Define Negotiation;
- Understand the role of Effective Contract Management; Performance Management; and Inspection and Acceptance;
- Understand Ethics

**Who Should Attend:** Employees who are entering the acquisition workforce and will be required to serve as Contracting Officer's Representative.

**Prerequisite:** None

**CLPs:** 7

## **FAC 001 - HUBZone Empowerment Contracting Program—Certification and Eligibility**

### **Description:**

The Small Business Administration and its partners offer many programs and services that can assist the small business in almost every aspect of growth and development, to include providing access to federal contracts through such programs as the Historically Underutilized Business Zone (HUBZone) Empowerment Contracting Program. The program encourages economic development in HUBZones through the establishment of federal contract award preferences for qualified small businesses located in such areas. The purpose of this training module is to familiarize procurement officials with the certification and eligibility requirements for program participation.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding the HUBZone Empowerment Contracting Program.

**Prerequisite:** None

**CLPs:** 0.5

## **FAC 002 - HUBZone Empowerment Contracting Program— Contractual Assistance**

### **Description:**

The Small Business Administration and its partners offer many programs and services that can assist the small business in almost every aspect of growth and development, to include providing access to federal contracts through such programs as the Historically Underutilized Business Zone (HUBZone) Empowerment Contracting Program. The program encourages economic development in HUBZones through the establishment of federal contract award preferences for qualified small businesses located in such areas. The purpose of this training module is to familiarize procurement officials with the types of HUBZone contracts and the HUBZone small business' contract performance requirements.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding the HUBZone Empowerment Contracting Program.

**Prerequisite:** None

**CLPs:** 1

## **FAC 003 - HUBZone Empowerment Contracting Program— Historical Overview**

### **Description:**

The Small Business Administration and its partners offer many programs and services that can assist the small business in almost every aspect of growth and development, to include providing access to federal contracts through such programs as the Historically Underutilized Business Zone (HUBZone) Empowerment Contracting Program. The program encourages economic development in HUBZones through the establishment of federal contract award preferences for qualified small businesses located in such areas. The purpose of this training module is to familiarize procurement officials with the historical development of the HUBZone Program and provide an explanation of the program's statutory and regulatory development.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding the HUBZone Empowerment Contracting Program.

**Prerequisite:** None

**CLPs:** 0.5

## **FAC 004 - HUBZone Empowerment Contracting Program— Protests and Appeals**

### **Description:**

The Small Business Administration and its partners offer many programs and services that can assist the small business in almost every aspect of growth and development, to include providing access to federal contracts through such programs as the Historically Underutilized Business Zone (HUBZone) Empowerment Contracting Program. The program encourages economic development in HUBZones through the establishment of federal contract award preferences for qualified small businesses located in such areas. The purpose of this training module is to familiarize procurement officials with the procedures for filing a HUBZone protest and/or appeal.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding the HUBZone Empowerment Contracting Program.

**Prerequisite:** None

**CLPs:** 1



## **FAC 005 – Just-In-Time Compliance Training – Central Contractor Registration**

### **Description:**

All DoD contractors must be registered in the Central Contractor Registration to help streamline the acquisition process and broaden the use and reliance upon e-Business applications. The Central Contractor Registration was established to eliminate the need to maintain paper-based sources of contractor information. This module provides an overview of the registration process.

**Who Should Attend:** Employees in the acquisition workforce who wants a better understanding of the Central Contractor Registration system.

**Prerequisite:** None

**CLPs:** 1

## **FAC 006 – The SAFETY ACT and Federal Acquisitions**

### **Description:**

This module addresses the SAFETY Act which is designed to encourage the development and deployment of anti-terrorism technologies and services that will substantially enhance the protection of the nation. Upon completion of this course, the learner will have a solid understanding of the SAFETY Act and how to incorporate it into an acquisition when appropriate.

**Who Should Attend:** Employees in the acquisition workforce who wants a better understanding of the SAFETY Act.

**Prerequisite:** None

**CLPs:** 1

## **FAC 007 – Certificate of Competency Program**

### **Description:**

The Certificate of Competency Program (COC) administered by the Small Business Administration (SBA) is authorized by Statutory Authority: Section 8(b)(7) OF THE SMALL BUSINESS ACT OF 1953 and Regulatory Implementation: Code of Federal Regulations (CFR), 13 Part 125.5; Federal Acquisition Regulation (FAR) 48 Part 19.6. The Certificate of Competency Program allows a small business to appeal a contracting officer's (CO) determination that it is unable to fulfill the requirements of a specific government contract on which it is the apparent low bidder. The COC is an appeal procedure available to the apparent successful small business offeror which gives the small business the opportunity to demonstrate that it has the capability to perform on a specific Federal prime government contract. This is not a Certificate of Compliance or Conformance, which contractors furnish to certify product conformance and quality. It is a determination that a firm is responsible or nonresponsible to perform a specific government contract.

**Who Should Attend:** Employees in the acquisition workforce interested in learning more about the Certificate of Competency Program.

**Prerequisite:** None

**CLPs:** 1

## **FAC 008 – Competition in Contracting Act (CICA)**

### **Description:**

This module, targeted toward the United States Agency for International Development's (USAID) procurement workforce, provides an overview of the Competition in Contracting Act (CICA). The module involves a review of the Federal Acquisition Regulation (FAR), the USAID Acquisition Regulation (USAID's supplement to the FAR), and specific USAID's guidance as related to CICA. Though targeted toward USAID's procurement workforce, all USAID employees are encouraged to take the module.

**Who Should Attend:** Employees of USAID interested in learning more about USAID's guidance as related to Competition in Contracting (CICA).

**Prerequisite:** None

**CLPs:** 1

## **FAC 010 – Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) Programs**

### **Description:**

SBIR/STTR programs encourage small business to explore their technological potential, and provide the incentive to profit from its commercialization. By including qualified small businesses in the nation's research and development arena, high-tech innovation is stimulated and the United States gains entrepreneurial spirit as it meets its specific research and development needs. This module provides an overview of SBIR/STTR programs.

**Who Should Attend:** Employees in the acquisition workforce interested in learning more about the SBIR/STTR programs.

**Prerequisite:** None

**CLPs:** 1

## **FAC 013 – Shaping Smart Business Arrangements—Expert Edition**

### **Description:**

This module is designed for personnel newly assigned to the contracting workforce. Participants will gain a broad, comprehensive understanding of the environment in which they will serve; develop professional skills for making business decisions and advising other acquisition team members toward success in meeting customers' needs; be introduced to knowledge management and information systems; and prepare to provide contracting support within the overarching business relationships of government and industry.

**Who Should Attend:** Employees new to the acquisition workforce interested in gaining a broad understanding of the acquisition environment.

**Prerequisite:** None

**CLPs:** 11.5

## **FAC 016 – Buy American Act**

### **Description:**

This module covers the Buy American Act history, applicable statutes and regulations, the policy for supplies, and the exceptions and trade agreements that may waive the Buy American Act. The module provides guidelines for applying the BAA to the solicitation and evaluation of supplies and through a series of scenarios guides the learner in applying those guidelines.

**Who Should Attend:** Employees in the acquisition workforce interested in gaining a broad understanding of the Buy American Act.

**Prerequisite:** None

**CLPs:** 2

## **FAC 017 – COTR Refresher**

### **Description:**

This refresher course consists of two modules:

- ☑ Module 1, entitled Bridging the Gap, provides a review of course content taken from the COTR certification course using a game board main screen and a scoring device. Module 1 tests the learner's recall and ability to apply key COTR concepts in response to scenario-based questions.
- ☑ Module 2, COTR Contract Administration, comprises 10 performance-based exercises, using a threaded case study of a service contract as the vehicle through which learners will exercise COTR's authorities, duties, and responsibilities when administering a contract.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding the authorities, duties, and responsibilities of the COTR.

**Prerequisite:** None

**CLPs:** 8

## **FAC 018 – Green Purchasing for Civilian Acquisition**

### **Description:**

The Green Purchasing for Civilian Acquisition course offers federal acquisition professionals an overview of the policies, requirements, and best practices for purchasing sustainable products and services.

**Who Should Attend:** Employees in the acquisition workforce interested in an overview of the Green Purchasing policies.

**Prerequisite:** None

**CLPs:** 2



## **FAC 019 – FAPIIS Training**

### **Description:**

In support of the Government's efforts to increase transparency in the expenditure of Federal funds, and as required by Section 3010 of the Supplemental Appropriations Act, 2010 (Pub. Law 111-212), FAPIIS information was made available to the public in April 2011. This public availability, combined with the mandatory use of FAPIIS, heightens the need for training on the appropriate application of FAPIIS information to the evaluation of potential contract and grant awardees. This module meets this critical training need by providing the knowledge and skills needed to effectively use FAPIIS to make appropriate decisions related to contract and grant awards.

**Who Should Attend:** Employees in the acquisition workforce interested in an overview of FAPIIS.

**Prerequisite:** None

**CLPs:** 1

## **FAC 021 – Price Analysis**

### **Description:**

This module provides acquisition personnel with a tool that explains how to conduct price analysis as well as illustrates how to properly document the results of a business negotiation. Users can take the full course for a solid foundation and then return to it as a resource and refresher on particular topics on an as-needed basis.

**Who Should Attend:** Employees in the acquisition workforce interested in an explanation of how to conduct price analysis.

**Prerequisite:** None

**CLPs:** 4

## **FAC 022 – Combatting Human Trafficking**

### **Description:**

This module informs acquisition professionals about FAR clause 52.222-50, to assist them in upholding the zero tolerance policy, and to address formal training to heighten awareness across Federal Government.

**Who Should Attend:** Employees in the acquisition workforce interested in an explanation of FAR 52.222-50.

**Prerequisite:** None

**CLPs:** 1

## **FAC 023 – Basic Contracting for GSA Schedules**

### **Description:**

In this module, you will learn about the procedures for placing orders for supplies and services against Multiple Award Schedules as outlined in Federal Acquisition Regulation (FAR) Subpart 8.4. The module is not about general FAR procedure such as protests, acquisition planning, preparation of statements of work, and contract files management, but does discuss these topics as they relate to Schedules contracting and ordering procedures.

**Who Should Attend:** Employees in the acquisition workforce interested in learning about the procedures for placing orders for supplies and services against Multiple Award Schedules.

**Prerequisite:** None

**CLPs:** 4

## **FAC 024 – GSA Global Supply**

### **Description:**

In this module, you will learn about the GSA Global Supply program and its role within the National Supply System. Information on GSA managed products, as well as key ordering and fulfillment information, will also be covered.

**Who Should Attend:** Employees in the acquisition workforce interested in learning about the Global Supply program.

**Prerequisite:** None

**CLPs:** 2

## **FAC 027 – GSA Schedules and the Utilization of Small Business**

### **Description:**

In this course, you will learn how buyers in the Federal marketplace can utilize small businesses when using the GSA Multiple Award Schedules (MAS) program. Every agency is concerned with meeting its annual socioeconomic goals; the MAS program is a simple and easy way to achieve those goals.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding how to utilize small businesses when using the Multiple Award Schedules.

**Prerequisite:** None

**CLPs:** 2

## **FAC 028 – GSA Schedules and Sustainable Acquisition**

### **Description:**

This course will teach you about sustainability goals government-wide and ways the GSA Multiple Award Schedule can help achieve those goals.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding sustainability goals and ways the GSA Multiple Award Schedule can be used to achieve the goals.

**Prerequisite:** None

**CLPs:** 1

## **FAC 029 – GSA Schedules vs. Open Market**

### **Description:**

This continuous learning module addresses three commonly used acquisition methods: issuing task or delivery orders using GSA's Multiple Award Schedules (MAS) under FAR Subpart 8.4 and negotiating a stand-alone order or contract under FAR Part 13 and FAR Part 15. The module explores the differences and similarities of these three methods, their advantages and disadvantages in various situations, and how to analyze alternatives as you develop your acquisition strategy. This CLM also explains how to utilize FAR Part 13 in conjunction with FAR Part 8.4 when open market items are needed to complete your overall requirement.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding sustainability goals and ways the GSA Multiple Award Schedule can be used to achieve the goals.

**Prerequisite:** None

**CLPs:** 2

## **FAC 030 – A-76 Post-Competition Accountability Training**

### **Description:**

This is a Federal Acquisition Institute interactive online training module that will help professionals understand how to manage a service provider awarded through the competitive sourcing process. This module explains the steps a federal government agency must take to successfully implement the results of a competition between a government entity and private sector vendors. The training illustrates best practices and lessons learned across the federal government, and it also provides an educational tool for stakeholders after the award selection of an A-76 competition.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding how to manage a service provider awarded through the competitive sourcing process.

**Prerequisite:** None

**CLPs:** 1.5

## **FAC 031 – Small Business Programs**

### **Description:**

Small businesses make up about 99% of all the nation's businesses and employ half of all Americans, and small businesses are the source for many of our greatest innovations. This module provides Federal contracting professionals and program officials an overview of small business types and programs, and provides them with the information they need to encourage small business participation in Government acquisitions. It will also help contracting professionals meet specific acquisition requirements related to small business concerns and achieve agency small business goals, while supporting increased opportunities for small businesses.

**Who Should Attend:** Employees in the acquisition workforce interested in an overview of small business types and programs.

**Prerequisite:** None

**CLPs:** 2

## **FAC 033 – Contract Management: Strategies for Mission Success**

### **Description:**

The Contract Management: Strategies for Mission Success module focuses on improvements made to federal contract management through the collaboration of public and private sector acquisition professionals as part of the Partnership for Public Service's Acquisition Innovation Initiative. This Continuous Learning Module (CLM) contains the lessons of this two-year effort, and represents the partnership of several agencies and organizations that contributed to the design, development, and implementation of this CLM. This partnership includes the Federal Acquisition Institute (FAI), the Partnership for Public Service, and the General Services Administration Center for Acquisition Excellence. This module consists of four key lessons:

1. Partnering for Success, the most important lesson, explains why partnering between government and contractors is essential to contract success.
2. Contract Kickoff Meeting illustrates how to establish and conduct an effective contract kickoff meeting.
3. Developing and Evaluating Performance Metrics explores the process of creating powerful performance metrics.
4. Problem Escalation and Resolution Process explains how to create a formal process for solving problems.

**Who Should Attend:** Employees in the acquisition workforce interested in an overview of contract management strategies.

**Prerequisite:** None

**CLPs:** 3

## **FAC 034 – Interagency Acquisitions Basics**

### **Description:**

The Interagency Acquisitions Basics Online training module is a 30-minute interactive multimedia training presentation that defines and identifies the features and benefits of interagency acquisition, describes the different types of interagency acquisitions, and provides foundational understanding of what is required to make the decision to use this method, how to get started, keys to success, and resources available to support interagency acquisition activities.

**Who Should Attend:** Employees in the acquisition workforce interested in an overview of the features and benefits of interagency acquisition.

**Prerequisite:** None

**CLPs:** 1

## **FAC 035 – Guide to Preparing an Independent Government Cost Estimate**

### **Description:**

This module will provide acquisition personnel with a better understanding of the IGCE as a business tool. With the instructional goal of understanding the development an IGCE, the user will recognize when an IGCE is required, what the benefits are for the government, what elements are included in its format, the types of advanced cost estimating analyses available, and tips for preparing the IGCE.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding the goal and development of the Independent Government Cost Estimate.

**Prerequisite:** None

**CLPs:** 1

## **FAC 036 – GSA Schedules BPAs and CTAs**

### **Description:**

This continuous learning module will discuss the GSA MAS Program as it pertains to the use of Blanket Purchase Agreements (BPAs) and Contractor Team Arrangements (CTAs).

**Who Should Attend:** Employees in the acquisition workforce interested in understanding the use of Blanket Purchase Agreements and Contracting Team Arrangements.

**Prerequisite:** None

**CLPs:** 2



## **FAC 037 – GSA Ebuy: An Overview**

### **Description:**

This continuous learning module will discuss the GSA eBuy program and how it functions to benefit both the Government buyer and the vendor.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding GSA Ebuy.

**Prerequisite:** None

**CLPs:** 2

## **FAC 039 – GSA's Governmentwide Acquisition Contracts (GWACs) for IT Service**

### **Description:**

Governmentwide Acquisition Contracts (GWACs) enable federal agencies to buy cost-effective, innovative solutions for information technology (IT) requirements. Because most, if not all, government agencies have a need to buy IT services and solutions, GSA has made this purchasing convenient through its GWAC Programs. In this continuous learning module, you will learn about the four GWAC programs offered through GSA: 8(a) STARS II, VETS, Alliant, and Alliant Small Business.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding GSA's GWACs for IT Service.

**Prerequisite:** None

**CLPs:** 4

## **FAC 040 – GSA's GWAC VETS**

### **Description:**

Governmentwide Acquisition Contracts (GWACs) enable federal agencies to buy cost-effective, innovative solutions for information technology (IT) requirements. Most, if not all, government agencies have a need to buy IT services and solutions. GSA has made this convenient through its GWAC Programs. In this course, you will learn about the Veterans Technology Services (VETS) GWAC offered through GSA.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding GSA's GWACs VETS.

**Prerequisite:** None

**CLPs:** 2

## **FAC 041 – GSA Alliant GWAC**

### **Description:**

Governmentwide Acquisition Contracts (GWACs) enable federal agencies to buy cost-effective, innovative solutions for information technology (IT) requirements. Most, if not all, government agencies have a need to buy IT services and solutions. GSA has made this convenient through its GWAC Programs. In this course, you will learn about the Alliant & Alliant Small Business GWAC Program offered through GSA.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding GSA's Alliant GWAC.

**Prerequisite:** None

**CLPs:** 2

## **FAC 042 – GSA's GWAC: 8(a) STARS II**

### **Description:**

Government-wide Acquisition Contracts (GWACs) enable federal agencies to buy cost-effective, innovative solutions for information technology (IT) requirements. Because most, if not all, government agencies have a need to buy IT services and solutions, GSA has made this purchasing convenient through its GWAC Programs. In this continuous learning module, you will learn about the GWAC 8(a) STARS II offered through GSA.

**Who Should Attend:** Employees in the acquisition workforce interested in understanding GSA's GWAC: 8(a) STARS II.

**Prerequisite:** None

**CLPs:** 2

## **FAC 043 – Ethics and Procurement Integrity for the Acquisition Workforce**

### **Description:**

This Department of Homeland Security (DHS) continuous learning module, "Ethics and Procurement Integrity for the Acquisition Workforce," satisfies the annual U.S. Office of Government Ethics training requirement for DHS Financial Disclosure Report filers (OGE Form 450 and OGE Form 278) and the annual DHS procurement ethics training requirement.

**Who Should Attend:** The learning asset is intended for the entire DHS acquisition workforce regardless of role, with a special emphasis on individuals who are involved in procurement actions.

**Prerequisite:** None

**CLPs:** 1

## **FAC 044 – Contractor Performance Assessment Reporting System (CPARS)**

### **Description:**

This Web-based training (WBT) course is designed to provide Federal civilian employees with an overview of the Contractor Performance Assessment Reporting System (CPARS). CPARS is used to document contractor performance information as required by Federal Acquisition Regulations. This course provides training to understand the reporting requirements, how to prepare a complete and accurate contractor performance assessment report (CPAR), and includes best practices on entering the ratings and supporting narrative, using reports to monitor status, and communicating with the contractor regarding the CPAR. The training is organized into nine modules and takes approximately six hours to complete.

Key topics include:

- Importance of past performance reporting compliance
- FAR requirements for past performance reporting
- CPARS reporting thresholds
- How to assess different types of contracts
- Types and schedule frequency of CPARS reports
- Understanding the CPARS website and available knowledge resources
- CPARS process and workflow overview
- Key user roles and ownership responsibility for different parts of the CPARS process
- Navigating and using CPARS
- Entering contract information into CPARS
- Assigning ratings to contractor performance
- Writing narrative to justify and support ratings within a CPAR
- Process guidelines for responding to contractor's comments on or non-concurrence with CPAR ratings
- Best practices for improving communications with contractors during the CPAR process
- Monitoring the status of assessments and contracts using the CPARS status reports
- Developing a win-win approach with contractors

**Who Should Attend:** The learning asset is intended for use by the Federal acquisition workforce regardless of role, with a special emphasis on individuals who are involved in entering data into CPARS.

**Prerequisite:** None

**CLPs:** 6

## **FAC 045 – Federal Procurement Data System – Next Generation (FPDS-NG)**

### **Description:**

This online course is designed to provide an overview of the Federal Procurement Data System –Next Generation. FPDS-NG is a single repository for federal procurement award data that is accessible by multiple user groups, including the public.

**Who Should Attend:** The target audience is all Federal employees who are users of FPDS-NG, especially DHS Contract Specialists and Contract Managers, with a special emphasis on individuals who are involved in reporting procurement actions.

**Prerequisite:** None

**CLPs:** 2